

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-195 **Issue Date:** 10-21-15 **Closing Date:** 11-10-15

Right-of-Way Technician I
Trust Real Estate Services
Department of Administration
Hourly Wage: \$11.41/Regular/Full-Time

Responsible to implement trust responsibilities for Yakama Nation Trust Real Estate Services pursuant to Contract No. CTP1122437, Scope of Work, 25 CFR 43, and other applicable federal and tribal laws, regulations, resolutions and land use plans. All documents created by this office become property of the United States. The realty function of this position is performed solely in Rights-of-Way (R/W) and easements. Incumbent handles routine realty matters using own initiative. Incumbent will receive on the job training in rights-of-way and easements.

Knowledge, Skills and Abilities:

- Knowledge of or ability to learn which offices connect with land use management such as Yakama Nation Zoning, Department of Natural Resources, Forestry Department, Transportation, Land Enterprise, Yakama Power and USBIA Offices such as Wapato Irrigation Project.
- Knowledge of or ability to learn trust realty as outlined in 25 CFR, 43 CFR, ILCA.
- Knowledge of or ability to read, write and plat legal land descriptions.
- Knowledge of general office procedures, filing and correspondence.
- Knowledge of Yakama Nation tradition, customs and practices.
- Skill in oral and written communication.
- Ability to understand and comprehend work assignments.
- Ability to use routine office equipment such as copier, fax, microfiche and calculator.
- Ability to understand basic math that includes working with fractions.
- Ability to learn process of requesting an appraisal schedule of damages.
- Ability to use word processing equipment, personal computer, hardware, scanner and a variety of software programs.
- Ability to proofread detailed realty documents to ensure accuracy and compliance.
- Ability to work independently, plan and set priorities.
- Ability to access distribution reports, ownership Status Reports and Title Status Report upon request.

General Recruiting Indicators:

- Minimum of a High School Diploma or GED required and one year documented experience in trust real estate, field work, GIS, mapping, cultural or other land related field.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a U.S. B.I.A. Security Clearance background investigation.
- Must possess or have the ability to obtain a valid Washington State Driver License and a Yakama Tribal Drivers Permit.